

Application Instructions for a Notary Commission in Montana

The process is the same for new and renewal applicants as of the date of this publication.

1. Read through these instructions thoroughly. If there is *anything* that you don't understand, please visit the Secretary of State's website at www.sos.mt.gov/notary or contact the office at (406) 444-5379. It is strongly suggested that you become familiar with the responsibilities and legal liabilities imposed upon Notaries Public **before** applying for a commission.
2. Make arrangements to obtain a \$10,000 surety bond written for a term of four years. These are available through most insurance companies licensed to do business in the state of Montana. A surety bond is not insurance for the notary. It is meant to protect the public from any claim made against the State as a result of your actions. In the event of such a claim, the bonding company would look to you, the notary, for repayment of the claim amount. You may wish to discuss with your insurance agent the need for Errors & Omissions Insurance to provide personal coverage to protect yourself.
3. Fill out the form titled, "Application, Statement, and Oath of Office for Commission as a Notary Public, Revised 3/2008". This form must be correctly notarized.
 - **Enter your name exactly the way you normally make your signature.** This is the name in which your Notary Commission will be issued and it must match the name on the surety bond and your signature. (If your legal name is "John Quincy Public", but you normally sign "J. Q. Public", then enter J. Q. Public on the application.) **Make sure you follow the directions on the form and provide all the information requested.** Incomplete applications will be returned for completion; this will delay the processing of your commission request. Be sure to include your mailing address to insure delivery of your Certificate of Commission.
4. When you receive the bond:
 - **Make sure all appearances of your name on both the application and the bond are exactly the same.**
 - **Check that the city and county listed on the bond are where you live, *not* where you work.**
 - **Sign the bond on the line for the "Principal".**
5. Send the **original** application form and bond and the filing fee of \$25 (check or money order) **within 30 days (before or after) of the effective date of the bond to:**

Montana Secretary of State
Certification and Notary Services
PO Box 202801
Helena MT 59620-2801

6. You should receive your commission certificate within 10 days – 2 weeks. Verify that your name is correct and note your commission dates. You are responsible for procuring your notary seal/stamp.

**YOU ARE NOT A NOTARY PUBLIC FOR THE STATE OF MONTANA
UNLESS YOU HAVE RECEIVED AN OFFICIAL CERTIFICATE OF COMMISSION
SHOWING YOUR NAME AND THE DATES OF YOUR TERM OF OFFICE**